

Teleworking for NASA

What is Telework?

Telework is a work arrangement between a supervisor and an employee in which employees enjoy flexibility in their working location and hours. Teleworking allows employees to perform work at a location other than their “official duty station,” usually their personal residence. Through the use of portable computers, high-speed telecommunications links, and pocket communications devices, many employees today may work from almost anywhere – at least some of the time. Teleworking is an innovative management option, not an employee entitlement. Managers usually consider this an option to retain valuable employees and increase employee performance while reducing operating costs. Teleworking is also an excellent option for providing accommodation to employees with disabilities.

Teleworking does not change the terms and conditions of appointment, the time an employee is expected to work, job responsibilities, or benefits.

Eligibility is based on work being portable and a type that is measurable by results. Teleworking is not suitable if your work includes face-to-face contacts, mission-related duties that require you to be onsite, or special facilities, equipment, or material that cannot be provided or must remain at the Center. Employee participation is voluntary and subject to supervisor approval.



Telework Options:

Regular Teleworking

Following a recurring schedule in which the employee teleworks one or more days per week.

Episodic Teleworking

- Consisting of short periods of off-site work to complete a specific task or when commuting arrangements are disrupted by a national or local emergency.
- Allowing employees with a certain illness, disability, or temporary medical condition, who have the approved medical documentation, to work from home.

Submitting a Telework Request:

Any employee interested in exploring teleworking as an alternate work site option should initiate a discussion of telework options with his/her supervisor. If the request is approved, the supervisor must indicate the employee's eligibility on the Time and Attendance (T&A) form for the employee in WebTADS and the employee must document hours teleworked on his/her T&A form, using the appropriate code designated for teleworking.

Additional Information:

- Employees interested in telework should visit: www.telework.gov.
- Supervisors seeking additional information on telework can go to the following link: http://www.opm.gov/employment_and_benefits/worklife/workplaceflexibilities/telework/index.asp.
- NASA regulations on the telework program can be found by going to the following links: http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_3800_0001_&page_name=Chapter7
<http://nasapeople.nasa.gov/references/DESKGUIDETelework.pdf>

Any questions concerning this notice, contact:
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